

University of Mosul

Faculty of Arts

Section: Information and Knowledge Technologies



Lecture Title: Building Collections in Libraries

Subject: Group Building

Academic level: Fourth level

Subject Teacher: M.M. Majd Maysar Abdel-Baqi

Academic year: 2025-2026

Definition of group building, its importance, and different types of

groups. Group building policy:

The policy must be clear and written, and the library must adhere to this policy, review it, amend it, and develop it continuously in accordance with Al-Mustansiriya University.

Basic principles of group building:

The selected materials must serve the aims and objectives of the library, and there must be clear criteria for selection.

Applying the process of building groups in Word:

Word software can be used to create lists of materials, set priorities, document selection processes, and prepare reports on collection building.

Real-life examples:

Practical examples can be given of building collections in different types of libraries (e.g., university, public, private).

Conclusion:

Summarizing the most important points, and explaining the importance of building groups in meeting users' needs.

Additional notes:

Images and diagrams can be used to illustrate some ideas.

Links to additional sources can be added for further study.

The lecture can be tailored to suit a specific group of users (e.g., students, library staff, government employees).

Microsoft Word can be used to create a summary of the lecture and distribute it to the attendees. First:

The concept of building library collections.

Building library collections is the process of selecting and developing a range of library materials that serve the needs of library users. This process includes selecting books, journals, audiovisual materials, electronic materials, and other materials that serve the library's objectives.

Second: Objectives of building library collections

The process of building library collections aims to provide a range of library materials that serve the needs of library users and achieve the following objectives:

1. Supporting the educational and research process in the institution to which the library belongs.
2. Providing the necessary information and materials to library users.
3. To promote a culture of reading and research among beneficiaries.

4. Meeting the needs of beneficiaries from different age groups and cultural backgrounds.

Third: Stages of building library collections

The process of building office collections involves several stages, which are:

1. **Planning:** In this stage, the objectives of the library group and the needs of its beneficiaries are determined.
2. **Selection:** In this stage, the library materials that serve the objectives of the library group and the needs of the beneficiaries are selected.
3. **Evaluation:** In this stage, the selected library materials are evaluated to ensure that they serve the objectives of the library group and the needs of the users.
4. **Development:** In this stage, the library collection is continuously developed to ensure that it remains compatible with the needs of the users.

Fourth: Criteria for selecting office supplies

There are several criteria that must be considered when choosing office supplies, including:

1. **Quality:** Office materials should be of high quality in terms of content, organization and design.
2. **Relevance:** Library materials should be relevant to the needs of the users and the objectives of the library group.
3. **Cost:** The cost of office supplies should be in line with the library's budget.
4. **Availability:** Office materials should be easily accessible to users.

Fifth: Challenges of building library collections

There are several challenges facing the process of building library collections, including:

1. Limited budget: Libraries may face challenges in providing sufficient budget to purchase library materials.

2. Diverse user needs: The needs of library users may vary, which increases the difficulty of selecting library materials.

3. Changing technology: Changing technology may affect the way office collections are selected and developed.

In conclusion, building library collections is a crucial process in the field of libraries, as it provides users with the materials and information they need. Libraries must adhere to specific criteria when selecting library materials and address the challenges that may arise during the collection-building process.

Definition of choice:

Selection is the process of choosing library materials that serve the needs of university library users. This process includes selecting books, journals, audio-visual materials, electronic materials, and other materials that serve the objectives of the university library.

Page Two: Selection Objectives

The selection process in the university library aims to provide library materials that serve the needs of users and achieve the following objectives:

1. Supporting the educational and research process at the university.
2. Providing the necessary information and materials for students, faculty members, and researchers.
3. To promote a culture of reading and research among students and researchers.
4. Meeting the needs of beneficiaries from various academic disciplines.

*** Page Three: Selection Criteria ***

There are several criteria that must be considered when selecting library materials for a university library, including:

- 1. Quality:** Office materials should be of high quality in terms of content, organization and design.
- 2. Relevance:** Library materials should be relevant to the needs of users and the objectives of the university library.
- 3. Cost:** The cost of office supplies should be in line with the library's budget.
- 4. Availability:** Office materials should be easily accessible to users.

Page Four: Selection Methods

There are several methods that can be used to select library materials in the university library, including:

- 1. Questionnaires:** Questionnaires can be used to gather users' opinions about the library materials they would like to have available.
- 2. Recommendations:** The recommendations of faculty members and researchers can be used in selecting library materials.
- 3. Reviews:** Reviews that appear in scientific journals and periodicals can be used to select library materials.
- 4. Websites:** Websites can be used to learn about new and available library materials.

Page Five: Challenges of Choice

There are several challenges facing the selection process in the university library, which are:

1. Limited budget: University libraries may face challenges in providing sufficient budget to purchase library materials.

2. Diverse user needs: The needs of users of the university library may vary, which increases the difficulty of selecting library materials.

3. Changing technology: Changing technology may affect how office supplies are selected and provided.